

FINELINE

A Division of Finance monthly communication service

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News Briefs

Be Sure the Invoice Price Matches the Contract Price

If you approve FINET payments for your agency, it is important that, before approving the payment, you check to be sure the invoice price matches the contracted price.

You can verify the contract price for a state-wide contract by going to Purchasing's Web site at www.purchasing.utah.gov. To verify the contract price for an agency-specific contract, you should check the copy of the contract maintained by your agency.

A local government has been in the news lately for paying more than the contract price. There also were a few instances noted in the recovery audit recently performed by Horn and Associates where state agencies paid more than the contract price. Verifying that invoice prices match contract prices will help protect your budget and prevent wasting taxpayer dollars.

**Use Our Tips to Improve Viewing in ESS System**

If you use the ESS System (Employee Self Service) to enter time or to perform other functions, you may have wondered how you could optimize viewing on the ESS portal. We have now added to the ESS System some tips that will provide step-by-step instructions for improving viewing. This includes such things as setting your screen resolution, setting font size, enlarging your viewing area, allowing cookies, and logging off faster in Windows XP.

Access these tips by logging on to ESS and selecting *Navigation* in the Detailed Navigation tray on the left. Click on the link for *Viewing Tips*. This will open a file that you can view or print.

**ESS Will Allow Employees to Enter On-Call Hours**

Employees who enter their own time in ESS (Employee Self Service) will now be able to enter on-call hours. *On-Call* is now included in the list of Attendance Types employees may select (other Attendance Types employees can select include *Work*, *Annual*, and *Sick*).

To record on-call hours, enter one hour for every 12 hours you were on call. You should enter the on-call hours for the day they were earned.

To calculate the number to enter, divide the number of hours you were on call by 12. On-call hours



should be rounded to the nearest two decimal places. For example, if you are on call for 12 hours on Monday, you will enter *On-Call 1* for Monday. If you are on call for 8 hours on Thursday, you will enter *On-Call .67* for Thursday. If you are on call for 13 hours on Friday, you will enter *On-Call 1.08* for Friday.

Previously, agency time entry operators have entered on-call pay. However, beginning August 30, employees who use ESS may enter on-call hours earned during pay period 18, August 27 to September 9.

Form Gives Clearance to Process, Approve Retirement Worksheet

A new automated Retirement Worksheet will be available on the DHRM (Department of Human Resource Management) Web site sometime in the next few weeks. If you prepare or approve retirement worksheets for your agency, you should complete a new security form to obtain clearance to process or approve the automated worksheet.

Form FI 46, State of Utah Retirement Worksheet Agency Access Request Form, is now available on the Division of Finance Web site at www.finance.utah.gov/forms/index.htm#security. To receive clearance to process or approve the automated retirement worksheet, you should fill out the form and send it to the Division of Finance. Employees who have security to process or approve the automated worksheet will be notified when it is available on the DHRM Web site.

Employees who are considering retiring will be able to use the worksheet to estimate such things as the number of annual, excess, and comp hours available for cash out at retirement and the number of sick and converted sick leave hours available to buy health insurance at retirement. However, only those with security clearance will be able to process or approve the worksheet. ❖

Retirement

Frequently Asked Question from FINET Help Desk

Q We entered some old year reversing IATs, and we were wondering when the new year portion will post. Do we have to do anything to get it to post?

A The new year portion will post as a JV after the old year IAT (turned into a JV) has been archived from the SUSF (Document Listing). You need to do the following to process the new year JV:

After the old year JV has dropped off of SUSF (meaning it has been archived), look on SUSF for the new year JVs. The new year JV will have the same number as the old year JV, but it will end with an *R* instead of an *E*. For example, if the old year number is JV 100 IA5RE12345E, the new year number will be JV 100 IA5RE12345R.

The new year JVs will display in PEND1 status (or REJECT). You will need to approve them if you are satisfied that the coding is correct, and you will need to make corrections if the coding is different than in old year. Until you process these JVs, the transaction is not complete. ❖



FINET Schedule

- Sept. 2 FINET open; August monthend
Sept. 5 FINET closed; Labor Day holiday
Sept. 6 FINET open; Tuesday cycle



Payroll Training

Computer-based training on the Payroll System is available on the Division of Finance Web site at www.finance.utah.gov/training/courses.htm.

Click on the course names below to view the course descriptions or to access the on-line courses.

FINET Classroom Training

- Sept. 20 [Purchasing Lab](#); 8:30 – 11:30 a.m.
Sept. 20 [Disbursing Lab](#); 1 – 4 p.m.
Sept. 21 [Internal Transactions Lab](#); 8:30 – 11:30 a.m.
Sept. 21 [Fixed Assets Lab](#); 1 – 4 p.m.



FINET On-Line Courses

[FINET System Navigation](#), [FINET Overview](#), [Employee Reimbursements](#), [Purchasing and Disbursing](#), [Cost Accounting](#), [Grant Accounting](#), [Revenues and Receivables](#), [Internal Transactions](#), and [Fixed Assets](#)

Call to Add Your Name to Waiting List for These Classes

[Budget Control](#), [Grant Accounting Lab](#), [Project Accounting](#), [FINET Inventory](#), and [On-line Inquiries](#)

FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.



Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses and link to on-line courses at:
www.finance.utah.gov/training/courses.htm.